

Fundraising Manager

Job Description

Working hours: Part-time, 3 days a week

Duration: 1 year [with option of renewal]

Location: Stockport/Manchester [office] & National [role remit]

Reporting to: CEO

Responsible for: Fundraising officers/interns, volunteers

Salary: Pro rata £25,000 [FT equivalent]

About Doctors Worldwide:

Doctors Worldwide is a UK based charity involved with providing medical assistance to those in need around the world. Underpinned by the values of Integrity, Excellence and Collaboration, our operational platform works on the basis of empowering communities to promote and strengthen healthcare by means of teaching, training support and skills exchange, developing long-term strategies and partnerships to develop low cost impactful solutions, as well as responding to emergencies through collaboration.

Purpose of the Role:

To be responsible for Doctors Worldwide [DWW] fundraising activities including maintaining and developing new/existing fundraising streams, planning and implementation of fundraising activities, and donor engagement including management of a wide range of stakeholders within an agreed DWW fundraising strategy.

Main responsibilities:

1. To plan and coordinate fundraising campaigns and activities.
2. To build relationships with relevant businesses, corporates, organisations and individuals including community groups, community leaders and networks.
3. To recruit and manage volunteers to assist with fundraising activities and events.
4. To identify funding opportunities, locally, nationally and internationally and contribute to the development of DWW fundraising strategy.
5. To produce support materials to promote fundraising activities such as leaflets, promotional materials, banners etc alongside the communication staff.

6. To identify partnership opportunities, locally, nationally and internationally with a view to build and broaden DWW capacity e.g. skills, expertise, donor base etc.
7. To administer fundraising income by keeping reports and tracking donations to evaluate the success of DWW fundraising activity.
8. Any other duties commensurate with the accountabilities of the post.

Person Specification:

Fundraising Manager, Doctors Worldwide	Essential	Desirable
<p><i>Character</i></p> <ul style="list-style-type: none"> • Self-disciplined • Trustworthy • Proactive nature, self-driven • Professional and friendly attitude • Maintains confidentiality at all times 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
<p><i>Experience</i></p> <ul style="list-style-type: none"> • Experience of running successful fundraising campaigns • Experience of organising a range of fundraising activities • Experience organising, motivating and managing volunteers • Experience of the UK donor market 	<p>X</p> <p>X</p> <p>X</p>	<p>X</p>
<p><i>Skills</i></p> <ul style="list-style-type: none"> • Excellent interpersonal skills with ability to network and establish links and partnerships with all relevant stakeholders • Ability to work creatively and proactively and use own initiative • Strong organisational and time management with the ability to plan and prioritise a diverse workload • High attention to detail • Excellent Information Technology skills • Event organising experience 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p>
<p><i>Knowledge</i></p> <ul style="list-style-type: none"> • Sound understanding of the UK donor market • Understanding of various fundraising tools and technologies • Understanding of project planning and implementation 	<p>X</p> <p>X</p>	<p>X</p>
<p><i>Commitment</i></p> <ul style="list-style-type: none"> • Willingness to travel around the UK and internationally • Passionate and motivated about fundraising for charity • Enthusiastic and flexible work ethic, with willingness to work beyond expected duties in order to achieve organisational objectives, and adopt a holistic approach to their role within the organisation. • Understanding of international development and health contexts 	<p>X</p> <p>X</p> <p>X</p>	<p>X</p>

To apply for this post, please email your CV with a covering letter [8,000 words maximum] demonstrating your suitability to the post to info@doctorsworldwide.org

Application closing date: Wednesday 14th November 2018

Interviews will be carried out on the week of 19th November 2018